

IMPORTANT AGENCY INSTRUCTIONS (please read carefully):

This waiver of successive approval is limited to the above listed services, number of vendors and dollar amounts associated with each category, as well as other waiver conditions. If this waiver does not cover a particular service(s), the agency will need to submit individual agreements along with the Certification for Personal Services Agreements form to this program for review and approval. In addition, this waiver is valid for these agreements, as long as, the acquisition of these services does not cause the separation of state classified staff.

As necessary, please attach a copy of this document to each of the above listed agreements if routed to other external approvers (Division of Purchasing/State Buildings, Attorney General's Office, State Controller's Office). Your duty pursuant to CRS Section 24-50-510 to list these personal services agreements in your Annual Report is not suspended by the granting of this waiver. In addition, all personal services agreements must contain the mandatory independent contractor clause listed in the Director's Procedures (P10-1-11).

In addition, all commitment vouchers issued under this waiver must comply with State Fiscal Rules, State Procurement Rules and the Capital Construction Accounting Guidelines. Furthermore, all statutes governing Capital Construction and all policies issued by the State Controller's Office and State Division of Purchasing concerning the use of purchase orders and contracts must be followed. Fiscal Rules that specifically apply to the use of purchase orders and contracts are rules 2-2, 2-10, 3-1 and 4-1.

Periodically, the DPA will conduct an audit to review compliance with this waiver. By granting this waiver request, your agency agrees to provide the documentation requested by the department's representative. Furthermore, the DPA reserves the right to revoke this waiver of successive approval if your agency fails to adhere to all conditions and requirements of this waiver.